

TOWN OF BETHEL



**TOWN OF BETHEL
1 SCHOOL STREET
BETHEL CONNECTICUT 06801**

**REQUEST FOR PROPOSALS
POWER PURCHASE AGREEMENT FOR SOLAR PHOTOVOLATAIC SYSTEM**

Submission Deadline:

4:00 PM EST, Monday, March 26, 2018

Submission Contact and Address:

Brad Heering
Finance Department
1 School Street
Bethel, CT 06801
Email: heeringb@bethel-ct.gov

Purpose:

In an effort to reduce the Town of Bethel's carbon emissions and utility costs, the Town of Bethel is soliciting sealed proposals from qualified Solar Energy Services Providers to design, install, finance, own, operate and maintain a carport solar photovoltaic systems at the parking area behind the **Clifford J. Hurgin Municipal Center** at 1 School Street. The project is to meet the terms and conditions of a Solar Energy Power Purchase Agreement ("PPA"). This document outlines the requirements, selection process and documentation necessary to submit to this Request for Proposal ("RFP"). The RFP is available online under **Announcements** at: www.bethel-ct.gov.

The Town of Bethel reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Bethel.

Questions regarding this RFP should be directed to William Cratty, Bethel Energy Conservation Committee (crattywilliam@sbcglobal.net). In order to receive consideration, all questions must be submitted by the close of business on Tuesday, March 12, 2018. A response to all salient questions will be provided via addendum that will be posted on the Town's web site under **Announcements** prior to the close of business on Tuesday, March 19, 2018.

Interested and qualified Solar Energy Services Providers are to submit ten (10) copies and one flash drive of their proposals in a sealed envelope, clearly marked "RFP Power Purchase Agreement for Solar Photovoltaic Systems" and addressed to Bethel Finance Department, 1 School Street, Bethel, CT 06801. **Proposals will be accepted until 4:00 PM EST on Monday, March 26, 2018.** No Statement of Qualifications will be accepted after the date and time specified. No fax or email submissions will be accepted.

GENERAL

The Town of Bethel is interested in the installation of a solar photovoltaic ("PV") carport system on the parking lot behind the Clifford J. Hurgin Municipal Center to optimize the rates paid for electricity and reduce its carbon footprint. The Town is seeking a qualified Solar Energy Service Provider to design, install, finance, own, operate and maintain the proposed solar PV system in accordance to the terms and conditions of a Solar Energy Power Purchase Agreement ("PPA").

The Town will purchase from the selected Solar Provider all of the energy output generated by the projects in accordance with the terms and conditions of the PPA.

Under the terms of the PPA, the sale and purchase of electricity is conditioned upon the selected Solar Provider's successful participation in the Connecticut Zero Emissions and Low Emissions Renewable Energy Credit Auction Program ("ZREC/LREC Program").

Proposals are considered valid for ninety (90) days after the submission deadline. Proposals may not be withdrawn, canceled or modified during the ninety (90) day period after submission.

The successful Proposer agrees and understands that this project may be subject to approval of the Town of Bethel Board of Selectmen, Board of Finance, Town Meeting or other agencies of the Town of Bethel and if so, agrees that any acceptance of the proposal shall be contingent on all such Town approvals.

KEY DATES

Date	Event
Friday, February 16, 2018	RFP Release Date

Monday, February 26, 2018	Voluntary Site Visit (2:00pm – 4:00pm)
Monday, March 12, 2018	Deadline For All Questions
Monday, March 19, 2018	Addendum Issued Responding To Questions
Monday, March 26, 2018	RFP Proposals Due by 4:00 PM EST

The selected Solar Energy Services Provider will design, install, finance, own, operate, and maintain solar PV systems that will maximize the solar resources at these project sites. Each facility's electrical demand and load patterns, installation site, available solar resource, installation costs and other relevant factors, must be evaluated before approval of installation.

POWER PURCHASE AGREEMENT

Proposers should provide a draft of the PPA that the Proposer expects the Town will be required to negotiate and execute.

The Town expects that the Projects will be designed, installed, financed, owned, operated, and maintained pursuant to the terms and conditions of a PPA between the Town and the Solar Provider. The PPA will apply to each of the project sites. The PPA is expected to be for a 20- year term with options to extend and with available buyout options. The Town will pay no up- front fees in connection with the installation of the projects.

Please provide a fixed PPA rate only. For purposes of the PPA Price and comparison to other proposals, the Proposer should show their ZREC assumptions in the proposal. Proposers shall include the amount the PPA price will change, plus or minus, in the event the ZREC or LREC contract is reduced or increased by a cent/kWh.

At the end of the PPA term or any renewal term, if the Town chooses not to purchase the solar PV systems, the Solar Provider will remove the Solar PV systems and return the Project sites to pre- existing conditions, at the Solar Provider's sole cost and expense.

SOLAR PROVIDER QUALIFICATIONS

The selected Solar Provider will be selected based upon relevant expertise and a thorough knowledge of the professional services, functions, activities and related responsibilities to successfully perform its role in the solar PV installations. The Selected Provider must have and must show proof of experience in constructing a solar PV carport system for at least one (1) other municipality. The selected Solar Provider shall possess all applicable valid and pertinent State of Connecticut contractor construction licenses for the installation of commercial solar PV systems.

SCOPE OF WORK

The selected Solar Provider will be responsible for all required planning, engineering, labor, materials, delivery, installation and commissioning, as well as all warranties, and

maintenance as described in this RFP and to be drafted in the Proposers PPA. The projects require the following:

1. Solar panels are to be located on the town parking lot behind the Clifford J. Hurgin Municipal Center.
2. All solar panels, inverters, carport structures (where applicable), racking and other necessary equipment shall meet all State and local building codes
3. Solar production shall include web-based monitoring and shall monitor the electrical use of the facilities in real time. Solar production and avoided emissions of the projects shall be electronically displayed for public viewing via a monitor and/or website located at the facility.
4. The installation shall include three (3) metered Electric Vehicle Charging Stations each of which shall be keyed for use.
5. Construction is to be carried out in a manner that allows at least 70% of the parking area to be conveniently accessible for parking at all times between the hours of 7:00am and 5:00pm during non-holiday workdays.

INSURANCE

The successful Proposer shall provide the Town of Bethel with the following insurance:

1. Commercial General Liability Insurance.
The successful Proposer shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage.
2. Commercial Automobile Liability Insurance.
The successful Proposer shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.
3. Worker's Compensation Insurance.
The successful Proposer shall provide Worker's Compensation Insurance per statute in the required amount as applies to the State of Connecticut and Employers including but not limited to bodily injury, including personal injury, sickness or disease and/or death.
4. Umbrella Liability Insurance.
The successful Proposer shall provide Commercial Umbrella Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage covering the insurances as noted in sub-sections 1, 2 & 3.
5. Errors/Omissions-Professional Liability Insurance.
If applicable, the successful Proposer shall provide Professional Liability insurance with a combined single limit of \$2,000,000 per occurrence, \$2,000,000 aggregate.

6. Subrogation and Additional Insured.

- a. Each policy of insurance provided by the successful Proposer, with the exception of Professional Liability and Worker's Compensation Policies, shall include a waiver of subrogation in favor of the Town of Bethel and shall provide no less than thirty (30) days notice to the Town of Bethel in event of a cancellation or change in conditions or amounts of coverage.
- b. The Commercial General Liability, Automobile and Umbrella Liability insurance shall name the Town of Bethel as an additional insured and be primary and non-contributory to the insurance coverage of the Town of Bethel.
- c. Certificates of Insurance, acceptable to the Town of Bethel shall be delivered to the Town of Bethel prior to the commencement of the work and kept in force throughout the term hereof.
- d. The above insurance requirements shall also apply to the successful Proposer's sub-consultants and/or subcontractors and the successful Proposer shall not allow any sub-consultants and/or subcontractors to commence work until the sub-consultants and/or subcontractors' insurance has been so obtained and approved.
- e. The above insurance requirements and certificates are subject to final approval by the Town's Insurance agent as to form and substance and could require changes in the types of coverage and limits.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

- A. Firm Description: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
- B. Project Understanding: Provide a statement summarizing how the RFP Proposer is particularly qualified for this project. Provide an overview of the principal elements of the proposal. A description of the proposer's approach to solar PV systems, any suggestions or concerns the Town should be aware of, proposed configuration of equipment, and any additional scope of work tasks proposed as necessary for the successful completion
- C. Scope of Services: Describe the Proposer's approach and technical plan for accomplishing the work listed herein. The Proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the proposal shall not delete any requested scope tasks without clearly noting this in the submission.
- D. Schematic Design: Layouts of the solar PV systems, with preliminary estimated savings
- E. Project Schedule: The Proposer shall submit a schedule, itemized by task, for completing the scope of work.
- F. Maintenance: A description of the Proposer's ability to respond quickly, efficiently and cost effectively to service calls so the photovoltaic systems are operating at optimum output.

- G. Comparable Projects: Description of related project experience, especially with other municipalities over the last 5 years. Include the client's name, a brief summary of the work, and role of key staff in each project.
- H. Photos: Pictures of a completed solar PV system similar to the one proposed hereof
- I. References: Three (3) references, including current contact name and phone number for similar projects.
- J. Please list any claims, disputes, or arbitration proceedings that have occurred on any projects of like size /cost your firm has been involved with in the last five (5) years. Indicate who they were with and give a status of each even if they are still pending.
- K. Please list any projects of like size /cost in the last five (5) years in CT for which your firm was removed or chose to leave during the project.
- L. Please provide information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

SELECTION PROCESS

The materials submitted by the Proposers will be reviewed and ranked by Town Energy Conservation Committee. Evaluation will be based upon qualifications and cost. Cost will be a factor in determining the best Solar Provider for the Town.

The process will incorporate without limitation the following criteria:

- PPA price/energy payment rate proposal
- Drafted PPA commitment
- Relevant project experience
- Financial strength and stability
- Proposal completeness and compliance with the RFP's requirements
- Recent prior PPA experience
- Photovoltaic performance monitoring capabilities
- Customer service and maintenance capabilities
- Likelihood that the proposal will win the ZREC/LREC Auction
- References from past clients

Following the review by Bethel Energy Conservation Committee, a short list of qualified firms may be invited to participate in an interview process. Following this process, a preliminary selection will be made, where the Town will negotiate and enter into a contract with one firm to conduct the services.

NOTE: If requested, the BIDDER agrees to furnish the Town with a detailed financial statement and other relevant information that may be required by the Town of Bethel to properly evaluate the qualifications of the BIDDER.

END

APPENDIX 1

PPA PRICING FORM

Project Site: _____

Project Size (kW DC): _____

System Price (\$ per watt DC): _____

CT ZREC Incentive Level (cents/kWh): _____ /kWh

For each +/- \$0.01 change in CT ZREC Incentive Level change in PPA price \$: _____

Fixed PPA Option			
\$____kWh____% Escalator			
Year	Expected Production (kWh)	PPA Rate (kWh)	Expected Payment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

APPENDIX 2

BUY-OUT OPTION FORM

Project Site: _____

Project Size (kW DC): _____

Please complete the table below specifying the amount for the Town to purchase the installed solar PV system from the Provider. The purchase will be a complete transfer of ownership to the Town. All information regarding the solar PV project must be given to the Town upon purchase. The buy-out will constitute a termination of the PPA, and as such, the buy-out price will be inclusive of all liquidated damages of an early termination. The Proposer will not claim any additional amount for any reason in connection with an early termination of the PPA. Please provide a dollar value for each year.

Fixed PPA Option			
Year	Termination Amount (kWh)	Termination Amount per kW DC (\$/wDC)	Total Termination Value (\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

PROPOSER'S QUALIFICATIONS STATEMENT

The PROPOSER shall answer all of the following questions, as part of the Bid, so that the TOWN can judge the PROPOSER's ability, experience and facilities for performing the proposed work.

1. Name of PROPOSER: _____
2. Bidder's Tax Identification Number: _____
3. What year was company organized/formed? _____
4. How many years has the PROPOSER been engaged in business under the present firm or trade name? _____
5. What is the general character or type of work you perform? _____

6. Has a claim ever been brought in court or to arbitration against the PROPOSER for failure to complete any contracted work or default on a contract? _____

If yes, explain with whom and why (continue on a separate page if more space is needed):

7. For other similar projects you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work to be performed.

NOTE: The PROPOSER is required to have completed a minimum of five (5) similar projects as a demonstration of competency and experience for the project proposed herein. Such projects are to be listed below.

8. Attach a list of all projects that your present organization has completed within the past ten years or is presently working on, including name of project, owner and name and telephone number of the owner's representative. Indicate here how many additional pages attached:

_____pages.

9. Attach a list of the names, addresses and the background/experience of all principal or key members of the PROPOSER'S organization, including its officers:

Indicate the number of pages attached: _____pages.

EXHIBIT A UTILITY BILLS

Distribution Rate 030					Energy \$/kWh
Billing Period			kW	kWh	
12/8/2016	-	1/10/2017	92.9	37,632	\$0.08550
1/10/2017	-	2/7/2017	91.8	32,640	\$0.08550
2/7/2017	-	3/8/2017	101.8	33,792	\$0.08550
3/8/2017	-	4/6/2017	92.5	32,256	\$0.08550
4/6/2017	-	5/8/2017	117.9	31,872	\$0.08550
5/8/2017	-	6/8/2017	146.7	35,712	\$0.08550
6/8/2017	-	7/10/2017	146.3	45,696	\$0.08550
7/10/2017	-	8/9/2010	157.1	43,008	\$0.08550
8/9/2010	-	9/8/2017	139.8	35,712	\$0.08550
9/8/2017	-	10/6/2017	141.7	31,488	\$0.08550
10/6/2017	-	11/6/2017	122.5	33,024	\$0.08550
11/6/2017	-	12/7/2017	101.4	36,480	\$0.08313

